A new easier way to find Parks, Recreation and Culture activities and programs!

Customize Your Search
Find programs tailored just for you and your family with 4 simple questions

Export Your Results
Print or save for easy access during registration

The Program Guide is Now Digital–
Say Hello to the New Activity Search Tool
All Your Favourite Parks, Recreation & Culture Programs, Now at Your Fingertips!

Start discovering activities today!

richmond.ca/ActivitySearchTool

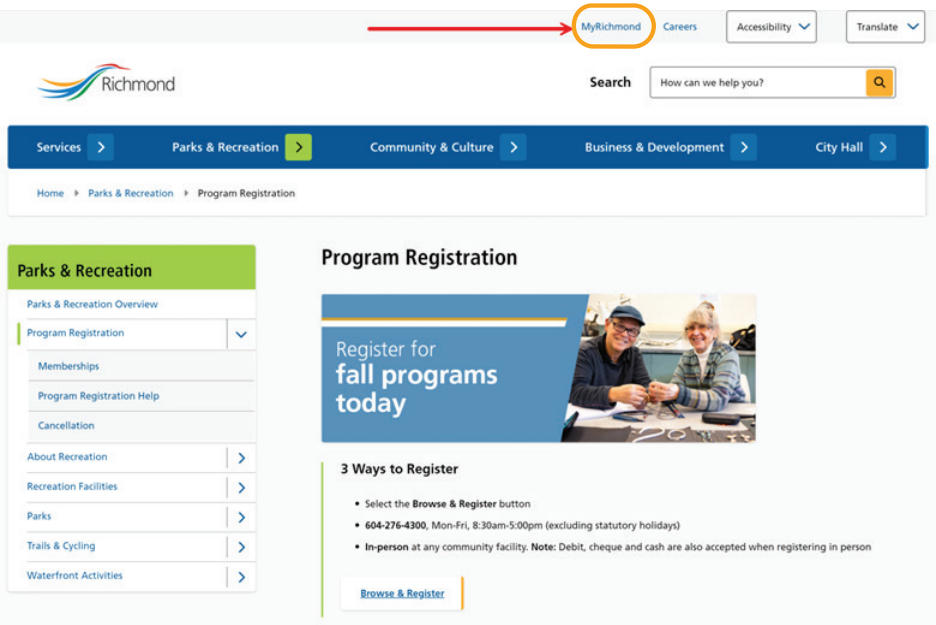
Richmond

How to search for activities

There are two ways to **Search for Activities** online. **Browse** the **Register for an Activity** page or use the **Activity Search** tool. Both options are available when logging into MyRichmond. This guide will cover both methods of searching. A detailed video is also available on the **Program Registration** page at richmond.ca/register.

Browsing is also available by clicking the **Browse & Register*** button found on the **Program Registration** page at richmond.ca/register.

**This button is not clickable during the first two days of seasonal registration as logging into MyRichmond is the more efficient way for clients to register on these days.*

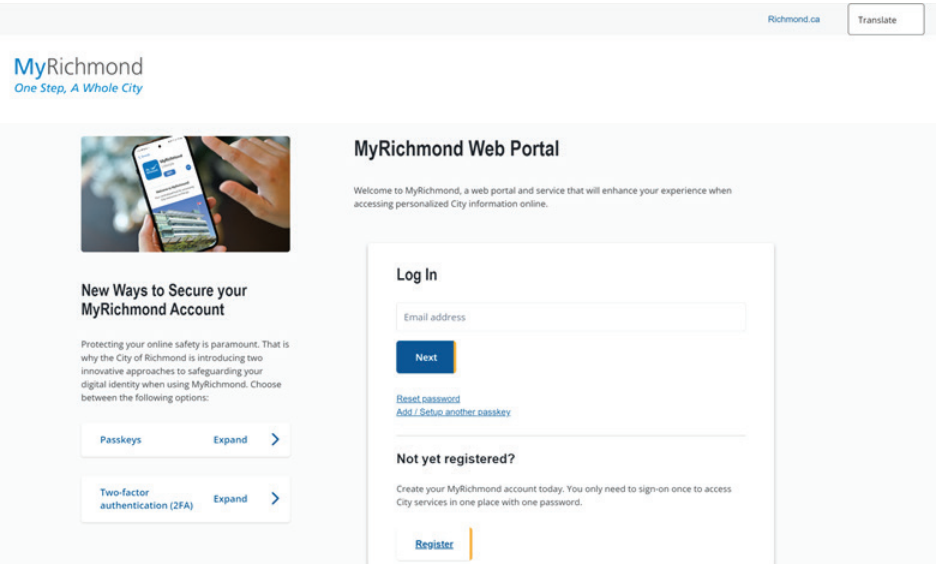


Important Information

There are three different types of activities offered by the City of Richmond and its partners.

1. **Drop-in classes** - Available to join without booking a space. Some of these classes are on a first-come, first-served basis.
2. **Programs** - Generally multi-session events on a reoccurring schedule.
3. **One-time activities** - Single-session activities that require booking in advance. These activities include court bookings, such as table tennis or Pickleball courts.

Clicking on MyRichmond, re-directs to the page below. MyRichmond is a personal view of City services organizing interactions with the City, including activity registrations. The Activity Search tool requires a sign in or an account to be created.



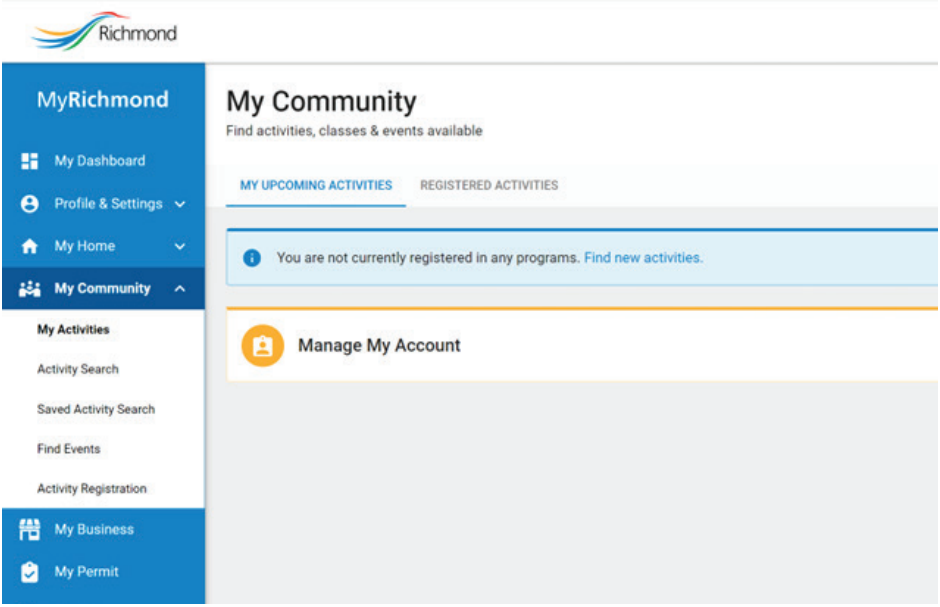
Important Information

What is MyRichmond?
MyRichmond is a personal view of City services organizing interactions with the City into sections:

- My Home
- My Voice
- My Community
- Other E-Services

For more information on MyRichmond, including creating an account, visit myrichmondhelp.richmond.ca.

Click on the My Community section to open the list of options. This guide focuses on the **Activity Search** and **Saved Activity Search** menu options in the **My Community** section.



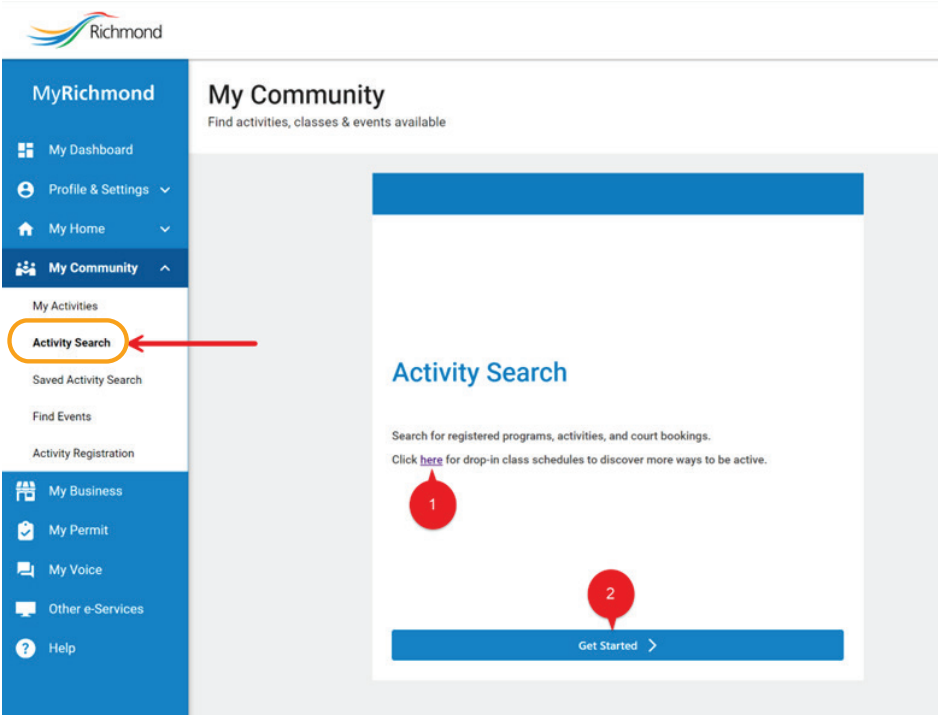
Important Information

Following are the five menu options listed in this section.

1. **My Activities** – Provides a quick view of upcoming programs individuals or family members are registered for or shows a view of past programs.
2. **Activity Search** – Provides the convenience of finding all three program types (drop-in classes, programs and one-time activities), along with a method of narrowing program searches to find programs of interest.
3. **Saved Activity Search** – Stores saved favourites.
   Note: There is a limit to how many programs can be exported.
4. **Find Events** – Displays special events, such as movie nights, Council meetings and holiday events.
5. **Activity Registration** – Directs users to the Register for an Activity page.

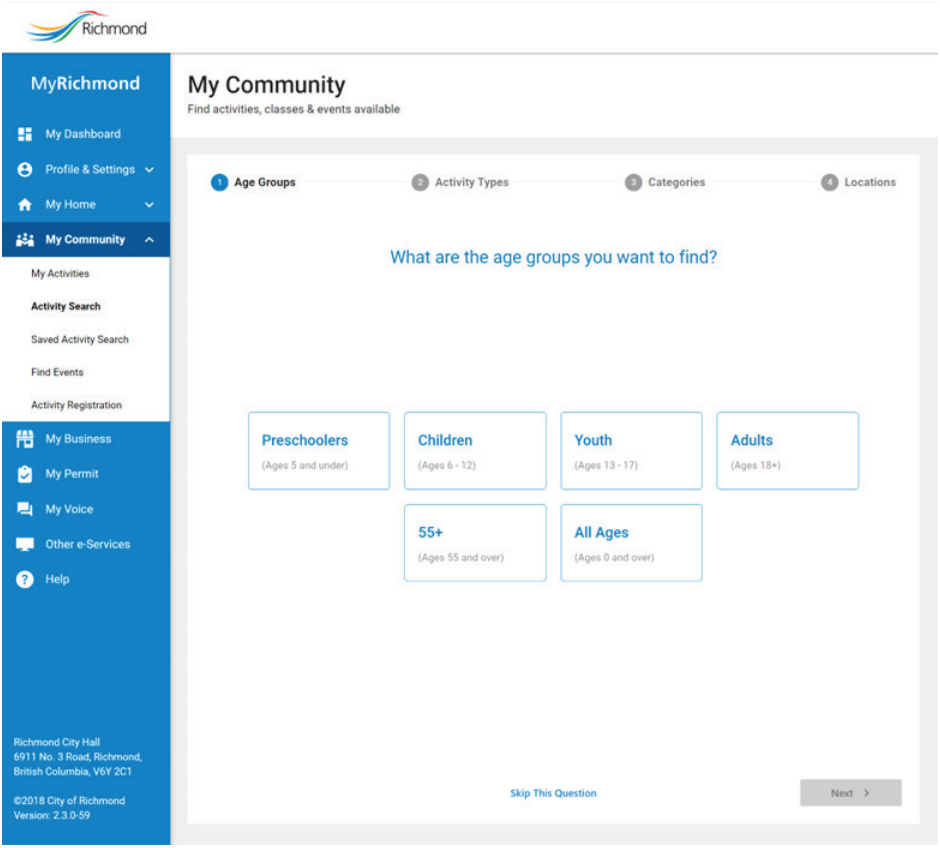
From this page, there are two options to select from:

1. **Drop-in classes** – Clicking on the **here** link will open up the Schedules & Fees web page. All drop-in sessions are provided in PDFs.
2. **Programs & One-time Activities** – Clicking on the **Get Started** button takes users to the next step in the Activity Search tool.



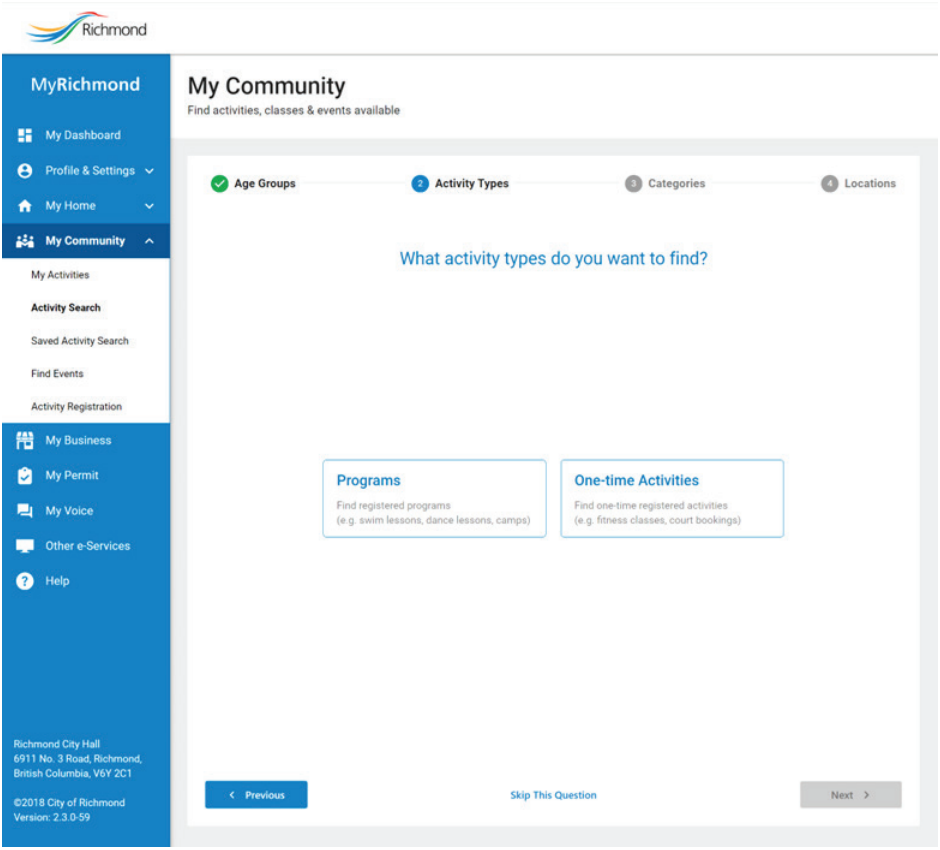
Step 1

Select the age group(s) to find. At least one age group must be chosen or click the **Skip This Question** to proceed.



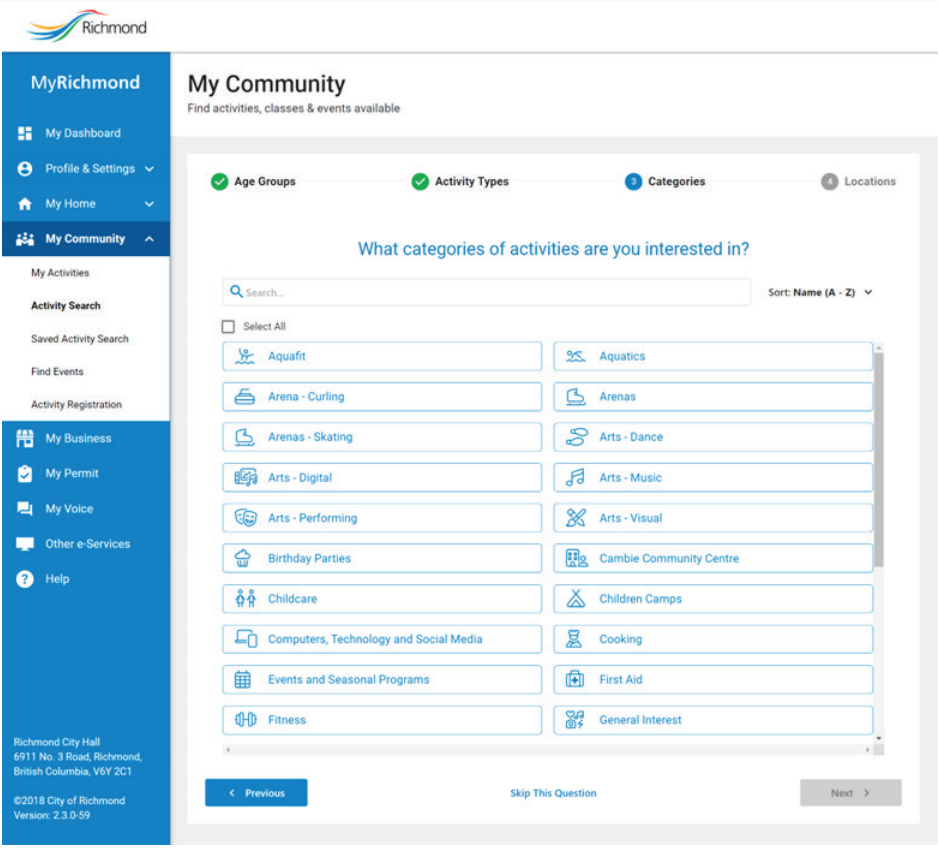
Step 2

Select the **Activity Types** (either **Programs** or **One-time Activities**). For more information on the difference, see the important information box on page 2 of this guide. Select either **Activity Types** or click the **Skip This Question** to proceed.



Step 3

Select all categories of interest or use the **Select All** button at the top left of the list. The categories listed on this page are based on the previous two steps and what was selected before this step. Select categories of activities or click the **Skip This Question** to proceed.

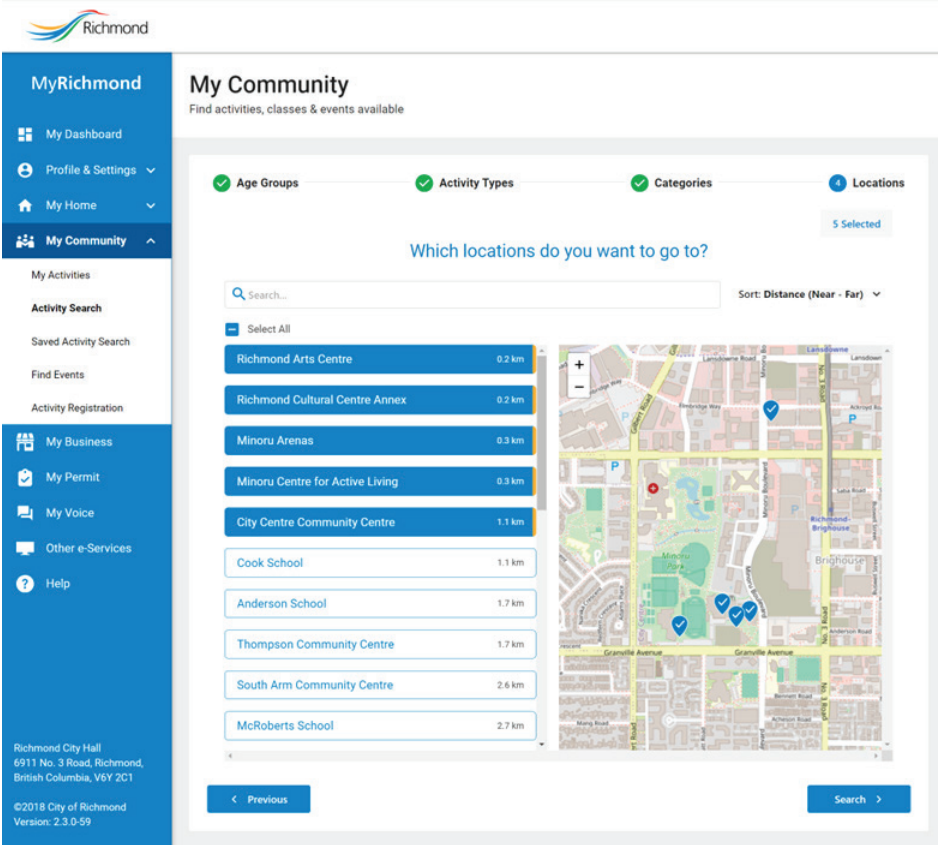


Important Information

The search field in this screen searches for the categories only. Specific program names in the Saved Activity Search are searchable.

Step 4

Select all of the locations of interest. The Google Map on the right shows the distance marker to the right of each location. At least one location must be selected to proceed. There is no Skip This Question button.

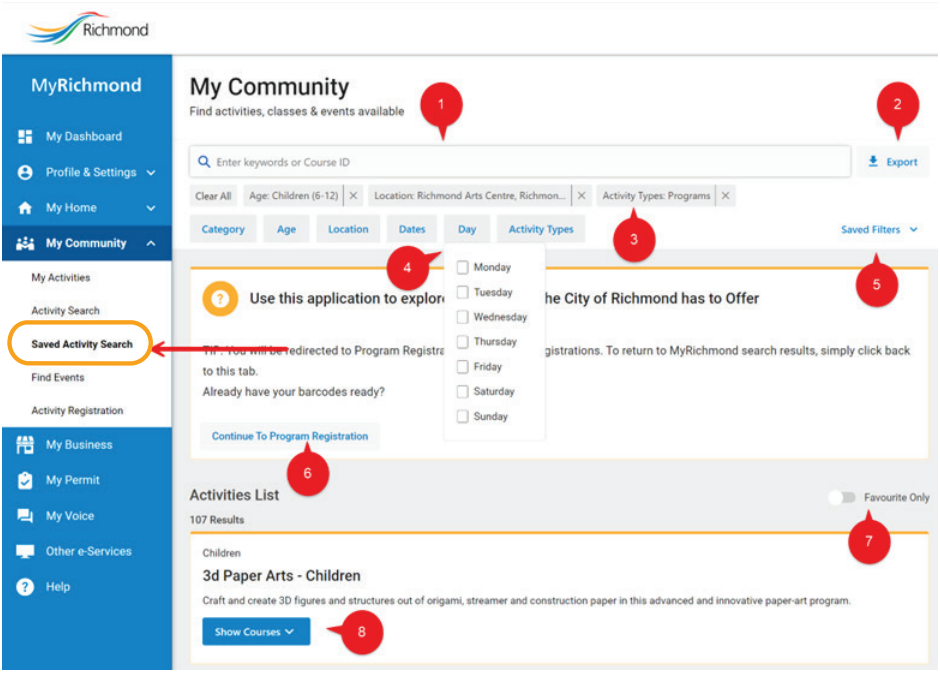


Important Information

The distance will be accurate if users have permitted locations on personal devices. The sort method also includes distance near to far or distance far to near. The distance may be useful in identifying the distance to a particular program location.

When redirected to the **Saved Activity Search** under the My Community Section, this appears on the screen.

1. **Search bar** – Enter keywords or Course ID to search for a specific program. Use the entire number, including any leading zeros, when searching by Course ID.
2. **Export** – Click to export searches into a PDF.
3. **Applied filters** – Shows a listing of the filters selected in steps 1 to 4 of the Activity Search.
4. **Filter buttons** – Amends searches further using the six filter buttons. The menu of options will become visible when a button is selected.
5. **Saved Filters** – Allows saving, editing and deleting a search.
6. **Continue To Program Registration** – Redirects to the Program Registration page. *This action will lose your filtered selection.*
7. **Favourite Only** – Selects specific programs of interest. Using favourites only is a good way to narrow a search, save time when registering and making it easier to export the printable guide.
8. **Show Courses** – All programs listed under that activity will appear underneath. See the next step for the information available when clicking this button.

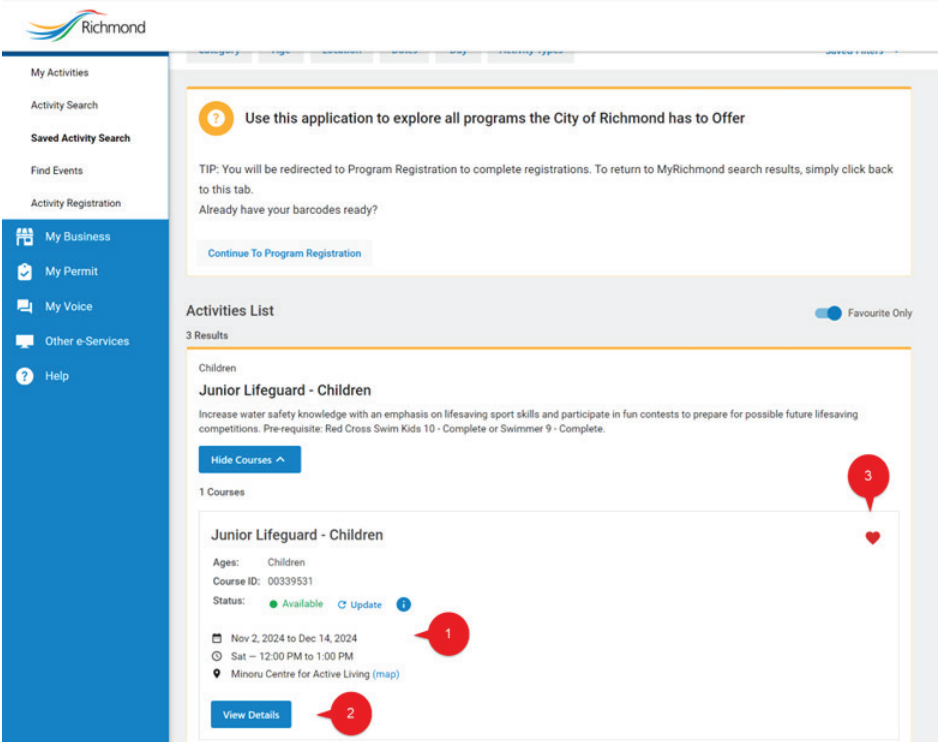


Important Information

The words *programs* and *courses* are interchangeable. It is like referring to a car as a vehicle. For the purposes here, programs and courses are the same.

Show Courses provides more information on the program being viewed.

1. **Program information** – General information on the program including age, Course ID, status, dates, times and location.
2. **View Details** – Provides a complete program listing, including a breakdown of each session. This information is helpful as some programs change times and locations.
3. **Heart** – Select each program as a favourite by clicking the heart outline, which will change to a red heart when selected.



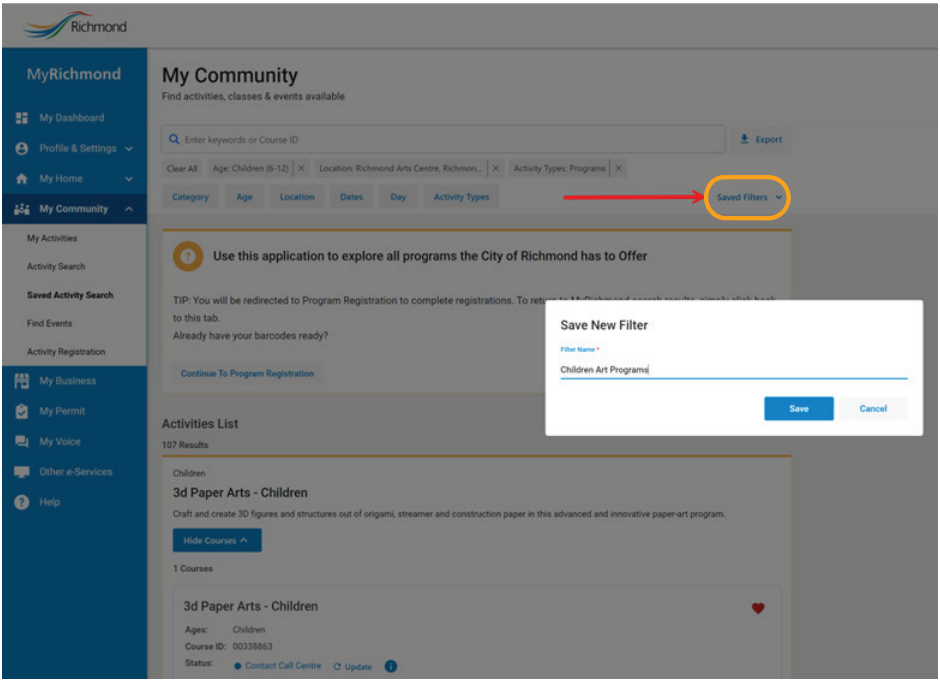
Important Information

The program status notes if there is space to register or if the program is full. Some programs are popular, and the status can change very quickly. To see the most recent status, click on Update to the right of the status. Following are descriptions of the six different statuses.

Available	Space Available; course not started yet.
Contact Call Centre	Space Available; course started already.
Waitlist	No Space Available; course not started yet.
Full	No Space Available; course started already.
Opening Soon	Not open for registration yet.
Unknown	Unable to get status; click Update to retry.

Saving Filters

When a search is done, save selections by clicking on the **Save New Filter** button. A drop-down menu will appear that will include the **Save Current Filter** button and any previous Saved Filters. Create a unique filter name and then click **Save**.



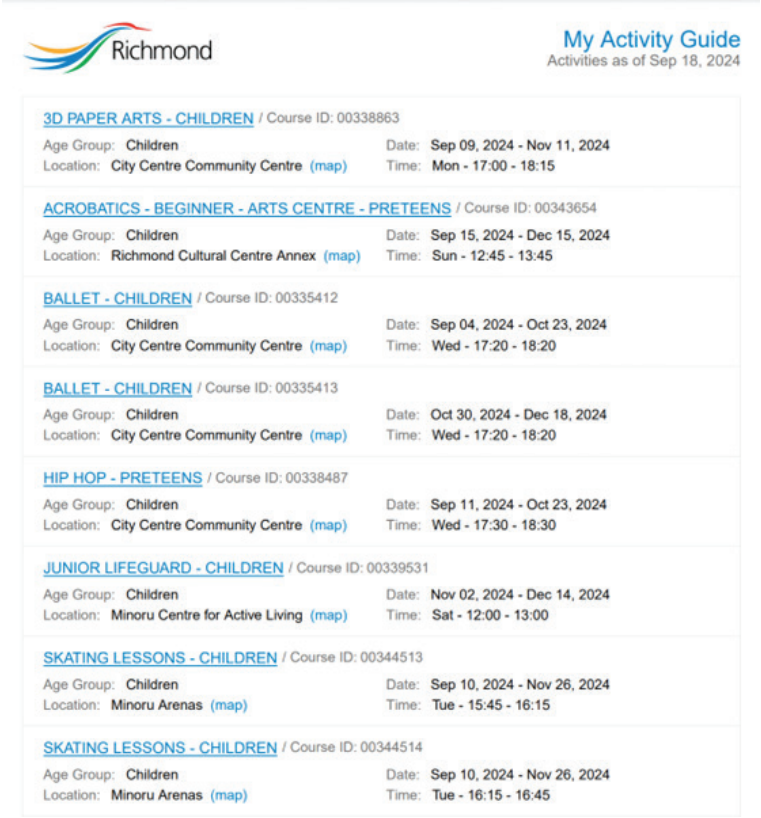
Important Information

Programs change throughout the season, so the results using Saved Filters may not be the same later.

Export

When a listing of programs is ready to export, click on the **Export** button to generate a PDF. The maximum programs the system can export is 800.
Note: Narrow searches further if an error message is received when exporting.

When the number of search results is within the 800 limit, the guide will be rendered as a PDF. Save on a device or print a copy. Note: The status of the programs listed in downloaded printed guides continues to change as other customers register for programs or programs end. Programs may not be available at a later time.



Richmond

My Activity Guide
Activities as of Sep 18, 2024

3D PAPER ARTS - CHILDREN / Course ID: 00338863
Age Group: Children — Date: Sep 09, 2024 - Nov 11, 2024
Location: City Centre Community Centre (map) — Time: Mon - 17:00 - 18:15

ACROBATICS - BEGINNER - ARTS CENTRE - PRETEENS / Course ID: 00343654
Age Group: Children — Date: Sep 15, 2024 - Dec 15, 2024
Location: Richmond Cultural Centre Annex (map) — Time: Sun - 12:45 - 13:45

BALLET - CHILDREN / Course ID: 00335412
Age Group: Children — Date: Sep 04, 2024 - Oct 23, 2024
Location: City Centre Community Centre (map) — Time: Wed - 17:20 - 18:20

BALLET - CHILDREN / Course ID: 00335413
Age Group: Children — Date: Oct 30, 2024 - Dec 18, 2024
Location: City Centre Community Centre (map) — Time: Wed - 17:20 - 18:20

HIP HOP - PRETEENS / Course ID: 00338487
Age Group: Children — Date: Sep 11, 2024 - Oct 23, 2024
Location: City Centre Community Centre (map) — Time: Wed - 17:30 - 18:30

JUNIOR LIFEGUARD - CHILDREN / Course ID: 00339531
Age Group: Children — Date: Nov 02, 2024 - Dec 14, 2024
Location: Minoru Centre for Active Living (map) — Time: Sat - 12:00 - 13:00

SKATING LESSONS - CHILDREN / Course ID: 00344513
Age Group: Children — Date: Sep 10, 2024 - Nov 26, 2024
Location: Minoru Arenas (map) — Time: Tue - 15:45 - 16:15

SKATING LESSONS - CHILDREN / Course ID: 00344514
Age Group: Children — Date: Sep 10, 2024 - Nov 26, 2024
Location: Minoru Arenas (map) — Time: Tue - 16:15 - 16:45

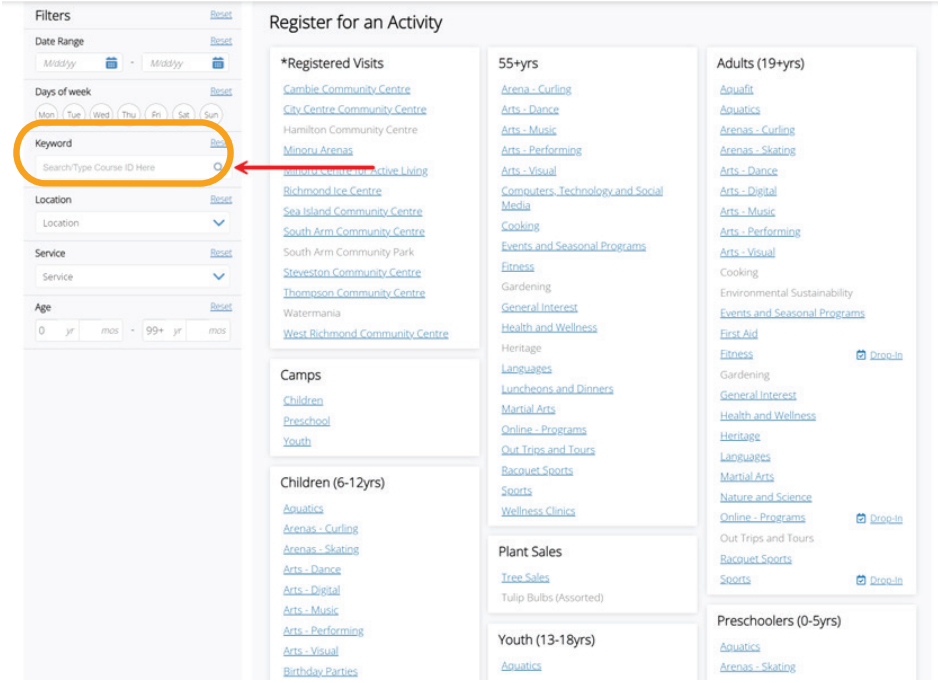
Important Information

The guide displays the date the guide was downloaded. The guide also lists all the programs alphabetically first, followed by the Course ID number (newest to oldest). Each page has a limit of approximately 10 programs, which is another reason to limit search results. From the PDF, click the program title and be redirected to the registration page of that program. More information on the location can be acquired by clicking the highlighted word map to be redirected to Google Maps of that location.

To search using the Register for an Activity Page

When the **Browse & Register** button found at richmond.ca/register is selected, the **Program Registration** page screen will look like the image below. **Click on an Underlined Activity** to see programs in that category. Narrow searches by using the filters on the left-hand side of the screen.

Enter a keyword or the Course ID in the **Keyword** field to search for a specific program. The entire 8-digit number is required to be entered (including any leading zeros) when searching by Course ID. Select other criteria to narrow a search. Available programs will automatically load.



Questions

CALL:
604-276-4300,
Mon-Fri, 8:30am-5:00pm
(excluding statutory holidays)

WATCH/READ:
The tutorial video and Frequently Asked Questions on the City of Richmond website at richmond.ca/ActivitySearchTool.

Start discovering activities today!